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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: December 10, 2002
RE: Vendor Request Returns

Effective immediately, vendor request adds that are submitted on-line and have errors will be returned through the SAM II Financial e-mail. Below are the steps that you should take to resend the vendor request after the errors are corrected:

- Open e-mail in SAM II Financial (Advantage) Inbox
- Read message
- Open attachment
- Correct/Add fields wrong/missing
- Send back to OK100 following the procedures for sending a message in SAM II Financial, Policy & Procedures, SAM II System Navigation D, Using Workflow, Sending a Table

This procedure will assist the agencies since only the errors will have to be corrected and the e-mail resent. The agencies will not have to re-key everything.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC may contact the OA/Accounting ACSC desk for assistance.